

OXFORD CENTRE FOR HEBREW & JEWISH STUDIES

COMMUNICATIONS OFFICER

Location	Clarendon Institute, Walton Street, Oxford
Salary	£13,993 (£34,982 FTE) [Grade 6, Stage 1 of the University of Oxford's salary scale]
Hours	Part Time, 14 hours per week
Contract Type	Permanent

The Oxford Centre for Hebrew & Jewish Studies is the leading academic Jewish Studies centre in Europe and provides Hebrew and Jewish Studies tuition at the University of Oxford. We are seeking to fill the position of Communications Officer from 24 March 2025. The post, which is directly responsible to the OCHJS's President, comprises administrative support for the OCHJS's academic activities including the management of grant applications, donations, website and social media accounts, marketing, and database.

The postholder will be expected to work from our offices at the Clarendon Institute, Walton Street, Oxford.

This is a varied, demanding role, for which we seek a self-motivated, positive, highly organised person, with significant relevant experience. Applicants should be educated to first-degree level or equivalent.

The OCHJS is financially independent, a registered charity and company limited by guarantee. For more information about the OCHJS and its academic activities, please visit: www.ochjs.ac.uk. For further particulars of this role specifically, please go to: <https://www.ochjs.ac.uk/now-hiring-communications-officer-part-time/>.

APPLICATION PROCEDURE

Please apply with a CV and covering letter stating your suitability for the role and using examples of your skills and experience. Please also provide details of two referees, one of whom should be your current employer, and indicate whether we can contact them immediately.

Please send all application materials in the form of a **single PDF** to the OCHJS Bursar, Ms Kerry Maciak, at kerry.maciak@ochjs.ac.uk.

Closing date:	14 March 2025
Interview date:	19 March 2025
Start date:	24 March 2025